



City of Oklahoma City

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MAR 21 2012

Personnel Department

**City of Oklahoma City
SPECIFIC OCCURRENCE PERFORMANCE REPORT (SOPR)**

Empl. ID & Name: 27101 Melissa Jackson _____ Commendation
 Department: Municipal Courts _____ Reprimand
 Job Title: Unit Operations Leader I X Other-Termination
 Date: February 29, 2012 _____ Constructive Action
 (check if you desire)

NOTE: Give specific details of incident and action taken

The following is presented for record of a specific occurrence involving the above-named employee.

On the following dates you called and indicated that you were sick and you failed to appear for work.

February 21, 2012	9:00 am to 4:00 pm
February 22, 2012	7:00 am to 4:00 pm
February 23, 2012	7:00 am to 4:00 pm
February 24, 2012	7:00 am to 4:00 pm

You did not have enough sick leave accrued to cover this time and you were not eligible to receive FMLA for these absences. You were informed when you called in on February 22nd, 23rd, and 24th, 2012 that your absence for each of these days was unexcused and that no leave was being granted to you.

On February 29, 2012 a Pre-Determination meeting was conducted to provide you an opportunity to respond to the allegations that you have violated City Personnel Policies by being absent without permission or approved leave for the above-mentioned dates, which resulted in unexcused absences for those days.

After reviewing the documentation and testimony at the Pre-Determination meeting, it has been determined that you have violated the City of Oklahoma City Personnel Policies, more specifically:

- 1203.01 Violation of the Charter, Ordinances, administrative policy, rule, or regulation of the City, Department, division or work section.
- 1203.05 Unexcused absence, absence from work without permission, or failure to report any absence to the designated authority.

EXHIBIT**23**

tabular

1203.06 Three (3) consecutive work days of unexcused absence is considered job abandonment and shall result in termination.

Therefore, your employment with the Department of Court Administration for the City of Oklahoma City is hereby terminated effective immediately.

Reviewed as to Policy Compliance

Personnel Specialist

Date

Employee

Department Head

Division Head

Personnel

John E. Smith 2/29/2012

[Signature] 2/29/2012

Stacey Davis 2-29-02

Monica L. Coleman 3/1/12